



# City of Flagstaff

## Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001  
www.flagstaff.az.gov

P: (928) 213-2618  
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CUP

Date Received	Application for Conditional Use		File Number
Property Owner(s)		Phone	
Mailing Address	City, State, Zip	Email	
Applicant(s)		Phone	
Mailing Address	City, State, Zip	Email	
Project Representative		Phone	
Mailing Address	City, State, Zip	Email	

Site Address		Parcel Number(s)		Subdivision, Tract & Lot Number	
Zoning District		Regional Plan Land Use Category		Flood Zone	
Property Information:		<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?			
Surrounding Uses (Res, Com, Ind)	North	South	East	West	

### Note:

Conditional Use Permits are reviewed by City's Planning and Zoning Commission (P&Z), which meets **the second and fourth Wednesday of every month**. Applications are due by the close of business no fewer than 30 days prior to the meeting. You must provide a complete application form, along with the required number of plans and information as indicated in the checklist on the reverse side of this application. **Incomplete submittals will not be scheduled.**

Property Owner Signature		Date	Applicant Signature		Date
For City Use					
Date Filed		File Number and Approval Date:			
Hearing Date		Publication and Posting Date(s):			
Fee Receipt Number		Amount		Date	
Action by Planning and Zoning Commission:					
Hearing Date:			Type of Request:		
<input type="checkbox"/> Approved			<input type="checkbox"/> CUP		
<input type="checkbox"/> Denied			<input type="checkbox"/> Extension		
<input type="checkbox"/> Continued					
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

## **Conditional Use Permits (CUP)**

Conditional uses are those uses which are presumed to be compatible with other authorized or permitted land uses in a zoning district, but require additional discretionary review, and possibly the imposition of conditions, to ensure that their location, design, and character are appropriate at a particular location.

Only those uses which are authorized as conditional uses in Chapters 10-40 (Specific to Zones), may be approved as conditional uses.

Further information regarding conditional uses and the CUP process can be found in Section 10-20.40.050 (Conditional Uses) of the Zoning Code

## **Review**

Requests for CUP are reviewed by the City's Planning and Zoning Commission (P&Z), an advisory commission appointed by the City Council.

A public hearing is held in conjunction with the request in conformance with Section 10-20.30.080 of the Zoning Code. Just before the public hearing is opened, Development Services staff presents its report to the P&Z, and the applicant is given an opportunity to make a presentation regarding the request. During the public hearing, any person may give testimony or submit written materials regarding the proposal.

At the conclusion of the public hearing, the P&Z may approve the application as presented, approve the application with conditions, or deny the application. The P&Z may also continue the public hearing to a future meeting if additional information is needed before action can be taken.

P&Z meetings are open to the public in compliance with the State's Open Meeting Law, and agendas are posted at City Hall no less than 24 hours prior to the meeting. Minutes are kept of all P&Z meetings.

## **Schedule**

The Planning and Zoning Commission meets on the second and fourth Wednesday of every month at 4:00 p.m. in the afternoon. An application for a CUP must be made by the close of business at least 30 calendar days prior to a regularly scheduled P&Z meeting.

Please be aware that a project must receive formal Site Plan Review approval from the Planning Director before a CUP application can be submitted.

**Attendance by the applicant or a project representative at the Planning and Zoning Commission hearing is mandatory.**

## **Submission Requirements**

All applications for CUP must be accompanied by the following information:

- ☐ 10 copies of proposed development plans
- ☐ Location/vicinity map
- ☐ Written response to the 9 standards for granting a CUP
- ☐ List of property owners and parcel numbers, assessor's maps, and pre-addressed, stamped envelopes for properties within 300 feet
- ☐ CUP application fee (see Fee Schedule)

## **Proposed Development Plans**

Proposed development plans that must be submitted in conjunction with a CUP application are the same as those required for formal Site Plan Review (see list below). Refer to the Site Plan Review Application for a complete description of these plans and the information that must be depicted on them.

- ☐ Site plan
- ☐ Building elevations (one copy in color)
- ☐ Building floor plans
- ☐ Landscape plan
- ☐ Resource survey and protection plan (when applicable)
- ☐ Exterior lighting plan
- ☐ Preliminary signage plan
- ☐ Site capacity calculations (when applicable)

All plans submitted with the application must be folded to approximately 8.5 x 11 inches in size.

## **Location/Vicinity Map**

The location/vicinity map shows adjacent streets and properties, as well as the land uses and zoning for those properties. Any contiguous property owned by the property owner or applicant must also be shown. The location/vicinity map must be drawn to scale and include dimensions. The location/vicinity map can be made a part of the site plan where space permits.

## **9 Standards for Granting a CUP**

The CUP may be issued only when the P&Z finds that the applicant has considered and adequately addressed all of the following issues to ensure that the proposed use will be compatible with the surrounding area. Therefore, the CUP application must include a written response indicating how each of the issues is addressed in the CUP proposal. Attach substantiating documentation when necessary.

- ☐ Access and traffic; pedestrian, bicycle and vehicular circulation
- ☐ Adequacy of site and open space provisions, including site capacity and resource protection standards where applicable
- ☐ Noise, light, visual, and other pollutants
- ☐ Proposed style and siting of structure(s), and relationship to the surrounding neighborhood
- ☐ Landscaping and screening provisions
- ☐ Impact on public utilities
- ☐ Signage and outdoor lighting
- ☐ Dedication and development of streets adjoining the property
- ☐ Impacts on historical, prehistoric, or natural resources

## **Property Owners Within 300 Feet**

In order to meet the notice requirements for a public hearing, the applicant is required to provide a list of the names, addresses, and parcel numbers, as well as pre-addressed **stamped** envelopes, for all properties within 300 feet of the subject property, exclusive of rights-of-way. The Coconino County Assessor's Office is the most up-to-date source of information for property ownership. The City uses this information to notify surrounding property owners of the request for CUP.

"Exclusive of rights-of-way" means that where the subject parcel has frontage along a street, measurement of the 300-foot boundary begins on the opposite side of the right-of-way. It is always better to include more properties than required rather than fewer.

The following information regarding surrounding property owners must be submitted with the application for a CUP:

- ☐ A list of the names and addresses of property owners and parcel numbers for properties within 300 feet, exclusive of right-of-way
- ☐ Coconino County Assessor's maps showing all of the properties within 300 feet and indicating book, map, and parcel numbers
- ☐ Pre-addressed, stamped envelopes to all property owners within 300 feet (leave return address blank)

Public notice of the request for CUP is also given by posting a notice on the property and placing a display ad in the newspaper at least 15 days prior to the hearing. Once an application has been made, the City of Flagstaff is responsible for meeting notice requirements.

## **Application Fee**

An application fee payable to the "City of Flagstaff", must be paid at the time an application for a CUP is submitted. The fee helps cover the cost of meeting noticing and advertising requirements.

## **Signatures**

All applications must be signed and dated by both the applicant and the owner of the property.

**Applications will not be accepted or scheduled until all of the submission requirements have been met. Once an application has been submitted, neither the application nor accompanying development plans can be amended or modified.**

## **Expiration**

A CUP expires one year from the date of P&Z approval unless a grading or building permit is obtained or the use is established. The P&Z may grant a one-time extension of 180 days following a formal request for such an extension by the applicant. The extension must be approved before the expiration date of the CUP.

## **Appeals**

Any person aggrieved by a decision of the P&Z to approve or deny a CUP (including the applicant) may file an appeal with the City Council. An appeal must be submitted in writing to the Planning Director or Community Development Director within 10 days of the P&Z's decision. The City Council will conduct a public hearing and at the conclusion of the hearing shall affirm, reverse, or modify the decision.

## **For Further Information**

For further information regarding the application and submission requirements for a CUP, please contact:

Planning and Development Services Section  
City of Flagstaff  
211 W Aspen Avenue  
Flagstaff AZ 86001

928-213-2618  
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cdfrontcounter@flagstaffaz.gov

